

APPENDIX "K"

Coding of Reopenings - December 4, 1991

Contract settlements that provide for wage or wage and benefit reopenings typically specify that they are to occur on the first and/or second anniversary of the contract effective date. These reopenings should be coded, however, as occurring on the day before the anniversary to be consistent with the way we code expiration dates. Such reopenings will then appear on the expiration/reopening listing for the month that we should call regarding a possible new settlement.

In the past, we sometimes overlooked reopenings that were coded as occurring on the first day of the next quarter.

Coding of Reopenings - September 18, 1992

Wage and wage and benefit reopenings are coded as occurring on the day before the anniversary of the contract effective date so that they would not be overlooked when calling for settlements at the end of the quarter. This system, however, may create problems in analysis based on reopening dates. (For example, in the calendar bulletin, reopenings occurring on January 1 would not show up in the correct year because they would have been coded as occurring on December 31 of the previous year.)

To correct this situation, effective immediately, code the reopening date as the date indicated in the contract, as we previously had done. We will adjust the expiration listing to select contracts expiring or reopening through the 5th day of the month following the end of a quarter to assure that we inquire about all negotiations occurring near the end of the quarter.